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# Babasaheb Bhimrao Ambedkar Bihar University Muzaffarpur(Bihar)-842001

{E-Mail Id:-[registrar.brabu@gmail.com](mailto:registrar.brabu@gmail.com)}

Ref. No..B.1.989

Dated..29.07.2020

## Short Tender Notice

Reputed Educational Institution invites sealed offers in two bid system from Reputed Experienced, Technically sound firms for providing the facility of Digital Document Management System(DDMS) & Confidential Print services. Interested parties may submit their bid on or before the 10<sup>th</sup> August, 2020 in the office of the undersigned in the manner as described in Tender document available at [www.brabu.net](http://www.brabu.net)

  
Registrar

# **TENDER DOCUMENT**

**FOR**

**DEVELOPMENT, IMPLEMENTATION, OPERATIONAL  
TRAINING & SUPPORT AND SUPPLY**

**OF**

**DIGITAL DOCUMENT MANAGEMENT SYSTEM [DDMS]**

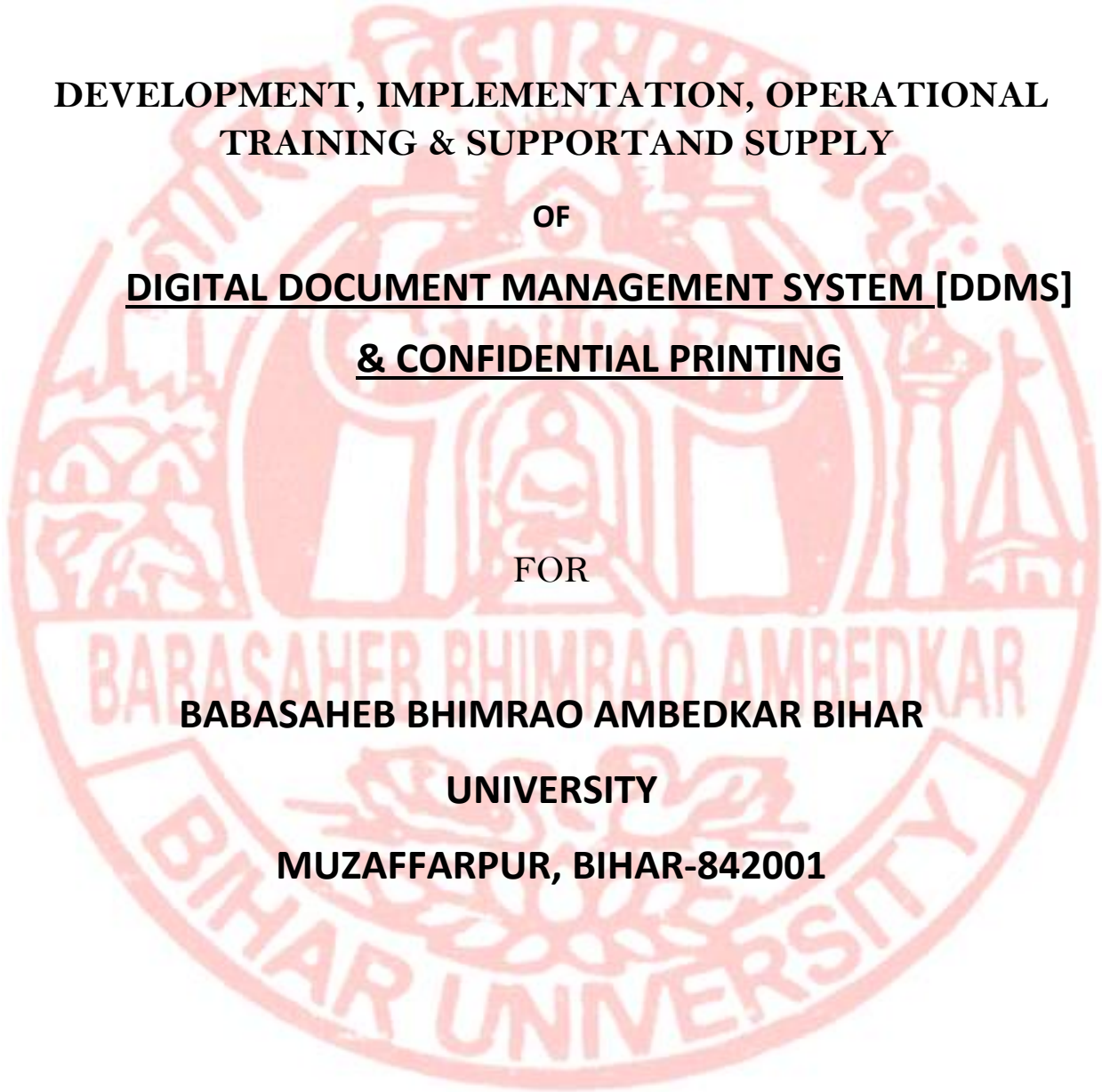
**& CONFIDENTIAL PRINTING**

**FOR**

**BABASAHEB BHIMRAO AMBEDKAR BIHAR**

**UNIVERSITY**

**MUZAFFARPUR, BIHAR-842001**



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# B.R. AMBEDKAR BIHAR UNIVERSITY, MUZAFFARPUR

TENDER NO. 01 /2020

- A. Date of downloading of Bid Documents: 31.07.2020 to  
09.08.2020
- B. Closing Date & Time of  
Submission of Technical & Financial Bid: 10.08.2020,  
04:30 P.M.
- D. Date & time of Opening of Technical & Financial Bid:  
Technical Bid : 14.08.2020, 11:30 A.M.  
Financial Bid : 14.08.2020, 30:00 P.M.
- E. Subject:  
**Software Development, Implementation and Processing**  
**" DIGITAL DOCUMENT MANAGEMENT SYSTEM &**  
**CONFIDENTIAL PRINTING"**
1. Cost of Tender Documents: Rs. 10000/-
2. Bid- Security(Earnest Money): Rs. 500000/-
3. Contract Performance Security: Rs. 1000000/-  
(in the form of Bank Guarantee)
4. Financial Bid: : Annexure-I
5. Undertaking : Annexure-II

## 1. General Instructions, Terms and Conditions:

The tender Document can be downloaded from web site. [www.brabu.net](http://www.brabu.net) from **31.07.2020 to 09.08.2020**. The tender document fee of **Rs. 10,000/- (Rupees Ten Thousand)** only is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any nationalized bank drawn in favour of the “**Registrar, B.R.A. Bihar University, MUZAFFARPUR**” payable at **MUZAFFARPUR** and it should be submitted along with **EMD of Rs 5, 00,000/- (Rupees Five lakhs)** only and tender documents as per the instructions given below in this tender. The signed tender papers (Technical bid and Financial bid) should reach in the office of the Registrar, BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY latest by 10.08.2020.

1. Incomplete bids, amendments and additions to bids after opening or late bids are liable to be ignored and rejected by BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY.

2. The bidder shall be responsible for the delivery of the material(s), its successful demonstration, and providing training as required, as per specifications listed in the tender and at the sites allocated by the university.

3. A Demand Draft for **Rs.5,00,000/- (Rupees Five Lakhs Only)** drawn in favour of the “Registrar, Babasaheb Bhimrao Ambedkar Bihar University”, payable at MUZAFFARPUR should be submitted

towards **Earnest Money Deposit (EMD)** which must accompany the bid. Bids without EMD will be rejected. The EMD will be refunded to all the unsuccessful bidders only after the work order are placed to the successful bidder. The successful bidder's EMD will be converted to security deposit upon the bidder's acceptance of the award of contract.

4. The bidder Security may be forfeited:

(a) If the bidder withdraw his bid during the period of bid validity specified in contract/agreement.

(b) If the successful bidder fails to sign contract/agreement within **03** days of issue of letter of intent.

5. The prices must be quoted in the format as specified in the tender document, and should be inclusive of packing, forwarding, insurances, delivery at sites, duties and taxes.

6. Printed terms and conditions of the bidders will not be considered as forming part of the bid.

7. The selected bidders shall be responsible for the supply, installation testing and commissioning and all service deliveries as listed in this tender document.

8. The bidder should commence work as per the scope mentioned in the tender document **within 1 week** from the date of issue of final order and/or entering into contract.

9. Bidders should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.

10. Babasaheb Bhimrao Ambedkar Bihar University reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY also reserves the right to revise or modify or cancel the specifications of the items before the acceptance of any bids.

The sealed bids should be addressed and delivered by registered speed post/ courier / by hand to:

**The Registrar,**

Babasaheb Bhimrao Ambedkar Bihar University,  
BIHAR(842001), INDIA

The corresponding sealed envelopes should be titled as **INVITATION OF BID FOR DDMS & CONFIDENTIAL PRINTING** and address mentioning the notification number to **“The Registrar, BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY, MUZAFFARPUR-842001(BIHAR)** and all the bids must reach on or before **10.08.2020 (by 04.30 PM.)**. Bids received or submitted after the specified time will be rejected and no intimation will be sent in this regard.

The University is not under obligation to accept the lowest bid on any bid and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered; and the bidder shall supply the same at the rate quoted. The Registrar on behalf of BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

Acceptance of the bid shall be communicated through email/speed post to the successful bidders.

Any specific queries/clarification of the documents may be asked from the Babasaheb Bhimrao Ambedkar Bihar University in writing not later than 5 days before the proposed submission date. Any request for clarification in writing or by any other suitable medium of communications must be sent to the BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY. They will respond by e-mail only to such requests.

The bidder must enclose a copy of **GST Certificate, PAN Card, income tax clearance certificate and last 03 years financial statement** and all other details required under eligibility criteria.

All bidders should give a **warranty declaration** of their firm/company's letterhead, in their bids as detailed below:

**“We shall abide by all the specifications, terms and conditions listed in the tender document.**

**We warrant all deliverable to be supplied by us as part of the tender shall be free from all defects and faults in material, workmanship. All products and services shall be of the highest quality, material and services of the type ordered, shall be in full conformity with the specifications therein.**

**We accept that any deviations in the material and/or solutions/software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound to supply all the goods in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost.”**

## 1.0 Prologue

In the modern world, with the evolution of technology and un-ending growth in digital data, there is an essential need of optimization of online data and information present in the digital world. Today, because of ever growing digital data, it is very important to optimize these data and preserve them in an eco-friendly manner with unique security features. In this regard a web based application is required to digitize the educational mark sheet, degree and embed the digital format in the mark-sheet, degree itself in the form of encrypted QR Code; so that the digital data cannot be retrieved by any unauthorized user and the work of online verification can be done easily and faster.

## 2.0 Aim & Requirement:

The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur is willing for digitization work of Academic Records (Tabulation Register) of students including transcripts and other documents for the purpose of transparency in work. Most of these records are in hardcopy and after digitization the valuable data of students become in digital format and any type of query of related to students will be on finger tip.

University wishes to have a web application titled as “Online Digital Document Management System (DDMS)” System which will be fully customized software and can be changed as per user’s need and requirement. It’s security system contents having many high security layers and makes it unique in the field of document digitization with security access. For Document Digitization works the Proposed Web application having facility of, **Online Request Submission for Provisional Degree/Mark Sheet/Migration/Transcript Migration Certificate etc.** by the Student or ex-student with data validation & security rules, Admin Login(as per user privilege), **College Login, Generation of Digital Documents with it’s unique security features as per request submitted by the user.**

## 3.0 Online Web based Software Application “Digital Document Management System (DDMS)”

1. The world is becoming digital and use of digital data is growing. Hence, it is very important to optimize these data and secure or preserve them in an eco-friendly manner. We are here introducing a web based software solution with a new method to digitize the academic records of the students and embed the digital data itself in the form of encrypted security Codes, which can only be retrieved and decrypted by authorized users using this web-application so that these digital data cannot be retrieved by unauthorized person.
2. With the help of web based application the applicant’s academic records such as Mark sheet/Degree or Certificates will now be printed along with a QR Code having other hidden security features. The verifier will be having a special access (as per pre defined user access privileges) in this application and can also verify document on his android/IOS mobile device through web browser by scanning the QR Code on the digital certificates.

The web application module for this activity will decode the QR Code and accordingly contents to the website and downloads the original copy of the certificate along with the student photo registered with the certificate. On receiving the copy of certificate the verifier can easily detect the submitted copy is true or fake.

3. In Software Application System, it should save all the data of every student in the QR Code, like roll number, student's name, registration number, semester and year, marks obtained in different subjects and grades secured. All this data is firstly encrypted, and saved and embedded in QR code, and then QR codes are printed in mark-sheet of the student. So, in future any student or any person want to see their mark-sheet digitally or want to retrieve their mark-sheet or send their academic information to any university or organization in digital format, then they can just scan the QR code, decrypt and send the information.
4. The Software Application should be easily implemented. Due to QR code and other hidden security features, it increases the complexity of the forgery process and hence system is secured as per several security layers to the mark-sheet/degree and other academic records.
5. In Software Application administrator updates and stores the information on the server. This information carries the details of Students, their marks and academic certificates. Official and students on demand can download these digital certificates. The QR CODE patched on digital certificate contains the digital ID of the certificate and the data is encrypted and encoded in the QR CODE. The server on demand patches the Encoded QR CODE on the digital certificate.
6. The official, who must be a registered user of the Software Application System, can scan the digital Certificate for getting the right and valid information of the certificate. The android mobile contains an application which can scan the QR CODE on the certificate. The user needs to enter the authentication PIN which is given to him during the registration process. This PIN is send to the Server along with the IMEI (International Mobile Equipment Identification) which the server authenticates the User and check whether the application is running on the same registered Mobile. After validating if found a valid user then the server provides an acknowledgement to the Mobile application which further activates the camera for scanning the QR Code.
7. The user now captures the QR CODE which is then printed on the certificate. The content of QR CODE is decoded by the web based application module can access through mobile browser and the Document Digital ID is found. This digital ID is further encrypted using the user PIN and is send to the server. The server then decodes the contents and send the all the required information to the user on his web base mobile application. The Mobile application shows the information that should be there on the certificate. The user can manually validate the contents. And user can determine the fake information on the certificate. This information help the user to find out the produced certificate is valid or not.
8. The Software Application can produce regular reports on operations for every level of management.



9. The Software Application is able to work with any standard server, high end PC, Mobile Android/IOS and compatible with any type of scanner.
10. The Software Application is very flexible and user friendly to prove relocation reclassification of data and has many achieving facilities as per user privilege.
11. The retrieval of document on the Software Application is very efficient fast and user friendly.
12. The Software Application solution provides stringent security features and provable on demand, for the data stored and indexed.
13. The Software Application User's Manual is very easy and friendly in operations and our trained staff provides comprehensive training to all the users for operations on site. The training enables users to independently carry out activities through the Software Solution.

### **3.1 Operation:**

The most important feature of this Software Application should be e-sign token. Without e- token nobody can login to this Software Application except applicant will receive OTP on registered Mobile No. With the help of this Software Application Data can be upload by only Administrator level user must have e-sign token in desired format after login. After this the person who is authorized as preparer can create document on pre defined templates and he will forward data to the next authorized user. The next user would be checker and he will login with e-token to the application will check for errors. If he finds any error will intimate to preparer to make necessary correction or even he can also make correction in data. So in this way data will travel to different-different authorized user and Finally e-degree, mark sheet and certificate will be generate with unique QR code. For verification process the verifier will have a browser based mobile app on his mobile. First he will on the app with 3<sup>rd</sup> party user privilege which will be connected with dedicated server and scan the unique QR code. This scanned code will be verified by server under internal process of encryption and decryption. So in this way the login for Vice-Chancellor, Controller of Examination and Registrar with Digital Signature will be individually for different activities. This Application will be implemented on university website for downloading digitally signed and QR code implemented e-degree, mark sheet and Certificates. This application will have feedback, query form and SMS and e-mail integration will be done at each and every level of software activity.

### **3.2 Scope of Work for Request and Authentication of different Academic Records:**

- Apply for Online Submission of Request for Registration (New User).
- Apply for Online Submission of Request of Provisional Degree. Duplicate Mark Sheet, Migration & Transcript through the University website.
- Submission of Online Payment of Processing Fee.

### 3.3 Function of Web Based Application

- Student will access through the Official Website of the University.
- There will be a link as **“Apply Online Request and Authentication for Records”**.
- When the Applicant clicks on the link a login screen will be appear for registered users and for new users a link also be there for registration.
- For new user registration a confirmation link will be send to his/her email id.
- By clicking confirmation link by opening email id the applicant be directed to university website for login.
- After successful login, he/she will be taken to the section of selection for their requirement for Provisional Degree. Duplicate Mark Sheet, Migration & Transcript.
- The system will ask for initial information such as Registration No. and type of Exam – Regular or Private etc.
- The system will ask for Year, Class and Subject for which the student wishes to apply. For Year Class and Subject selection a dropdown menu will be there for all the years for all the courses.
- On submission of the above data, the next screen asks for the Roll Number & year of final year, Roll Number & year of second year and Roll Number & year of first year. On submission of the above data, the data is validated from the result database and if found all right, the system proceeds to the next screen otherwise warning message is displayed showing the error and system will not continue. For successful submission, Enrolment Number must exist in result database. Otherwise the system will not proceed and show the message to student to get Enrolment Number updated first.
- If validated, the next screen shows the student details and student is required to fill its mobile number, email id and complete postal address.
- Submission of Online Payment of Processing Fee (Pre Defined Fees Decided by university) according to Applicant Request.
- When applicant submits the above information & completes all step of application a receipt will be generated showing that online request has been received and a unique Registration Number is allotted.
- This Registration Number shall be used for further processing from now onwards.
- On each event a SMS/Email will be send to Applicant’s Mobile Number/Email ID.
- The University authorized person verifies the details and for required fee deposits as per request received from Applicant–ID and Unique Registration No. according to Bank Statement. If founds everything OK then he sends this request to the Data Administrator for further action.
- The Data Administrator transfers this request to the concerning department of Applicant. The Department verifies the data of the student through University database (Scanned Images of Tabulation Register or with Hard Copy). On proper verification details of applicant the Department issues a duplicate document as per request received and it transferred to dispatch department. The digital copy of newly issued duplicate document also uploads to the Online Application.

- A confirmation message for newly issued duplicate document as per applicant's request with dispatch no. and date send to applicant on his/her registered mobile no. through SMS and on registered email ID. Applicant can take a verified print through online link with the help of his/her registration no.

#### **4.0 Component of Document Management System:**

- Digitization System
- Software Application System
- Storage: On Local Server or Cloud Computing System

#### **4.1 Supply of certificates**

The vendor should have own setup for supply of certificates and mark sheets with security features with online authentication and verification facility compatible with the Digital document management system.

#### **5.0 Digitization of Tabulation Register (Award Sheet) and Preparation of Database for Online Services**

Digitization and Archival of Tabulation Register at Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur has a large number of old student's records which are present in Hardcopy in various sizes. They need to be digitized to archive:

- (a) Opaque System prone to manipulations, harassment and extortion.
- (b) High Value and importance of documents.
- (c) Age and decaying of documents.
- (d) Handling of document is difficult because of their sizes and volume.
- (e) Delay in issue of duplicate documents.

#### **5.2 Tabulation Registers and Charts (Award Sheet):**

It is proposed to digitize Tabulation Charts by scanning of the documents and data entry of referral fields for searching. All the documents are very important. The documents of UG and PG may be of different sizes such as (in inches) 12 X 24, 24 X 24, 23 X 17 and 30 X 20 binded from left side in a register shape (Most of Them are in A3 Size). Proper care should be taken while scanning for every document. The documents are very old and while handling some paper may be brittle and fragile so this is necessary to take additional care.

#### **5.3 Document Preparation:**

- Document will be received from the University Authorities in counted number.
- Unbinding/Un-stitching of document will be done if required followed by fanning of documents and making the dust free for smooth scanning.
- Straightening will be done to enhance the quality of unmannered creased documents, if required.

- Repair operation (to the extent possible) will be done on all those documents which are too brittle and prone to damage in case of any kind of physical handling.

#### **5.4 Scanning and Data Entry:**

- Secured working space with furniture and uninterruptable electricity will be provided by the University for Hassle Free Work during the working hour in working days.
- A setup of Computers of high storage capacity and high resolution document scanner, flat bed scanner and wide format scanner as per requirement will be install in the concerned department of the University.
- The Tabulation Register and other documents will be received from concerned section by our Supervisor.
- Before unstitching/unbinding manual numbering will be done through pencil on documents received by our expert staff. This numbering will help in identifying the document set later in the process of scanning.
- Now these documents will be hand over to scanning operators for scanning.
- Scanning operators will scan received documents as per physical condition and size of document with the help of specified type of scanner or other media in batch process as per pre defined scanning settings for quality purpose according to ISO Standards. The pages shall be scanned with minimum resolution of 200 dpi and scanned images will be in .jpg or .tiff format.
- After scanning scanned documents as hard copy will be deliver to Quality Control Operator for checking soft copies of scanned documents as per scanning criteria for quality according to ISO Standards. If any error or blurred, incorrect image found then that image or images will be sent back to scanning operator with hard copy for re-scanning till the final fine result.
- Scanned images send for upload in web based application for data entry for the referral fields in batches as per type of documents scanned.
- Printout will be taken of data entry done for manual correction as per type of scanned document. When all corrections are marked and finally scanned images are ready for link as per user rights will be upload on Software Application for final use.
- If any document found unfit in scanning will be noted and further action will be taken after discussion with University Authorities.

**5.5 Quality Control and Indexing:** The scanned images in batches will automatically appear on the Scan Quality Control Work Station. The operator will receive the files along with the batch of scanned documents. At this stage an operator will be required to check and verify the following:

- Scan Quality is up to the mark or not. If any discrepancy is found, re-scanning will be done. If the image has some spots or patches, it will be cleaned. Images will be cropped to size, if required.

- The number of documents scanned – should match the number of pages mentioned in the scan batch. If the number of pages scanned, are less and the pages whose image id missing is found in the packet, he will insert the image at the correct place in the batch by using scan-insert option.
- The sequence of the documents scanned – if it is not correct, he will correct the image sequence electronically.
- After passing the image through Image QC, the image batches will come to Indexing Stage from Scan Quality Control Stations.
- The Document code shall be entered against the entered data and the document will be indexed with the soft data.
- The Indexed Document will get linked with the Data entered by the Data Entry Section.
- Once the scanned image is indexed the linked with the entered data, final Quality Control is done by randomly checking the records. After final data verification accuracy level of 100% is assured.

#### **5.6 Post Scanning Activities:**

- After completion of the digitization process (scanning, QC and indexing) the physical records will be rearranged in the similar condition in which the records were received from Record Room keeper.
- They will be marked with a sign to indicate that they have been scanned.
- All the registers properly arranged as they were before scanning deliver back to authorized person of University with proper receipt.
- On successful implementation of project regular back up will be taken on daily/weekly/monthly along with data and the images in the computer systems stored.

## ELIGIBILITY CRITERIA

Below mentioned is the minimum Eligibility criteria decided by the university to identify suitable/prospective bidders; whose technical criteria bids will be opened for review by the university evaluation committee.

Sl. No.	Eligibility Criteria for the Bidder	Documentary Evidence to be Attached
i)	Should be a Government organisation/ Government Undertaking or a company registered under the company Act 1956 (Companies/Agencies not registered in India need not apply.)	For a registered Company Application Certificate issued by ROC.
ii)	The organization need to have a minimum turnover of Rs.1000 Lakhs in the last each three (3) financial years and should be profit making company(profit after tax)	i. Purchase Orders/Agreement copies. ii. Last 3 years audited balance sheet (i.e.F.Y.2016-17, 2017-18 and 2018-19)
iii)	The organization should have worked with a minimum of 5 Universities/Board in each year in the last 3 years, providing continuous examination related services in all the 3 years, out of the above at least three projects should be worth above Rs.100 lacs p.a.	i. Purchase Orders or Agreement copies/Proof of payment/copy of form 26 AS ii. University / Organization name iii. Scope of work & value iv. Contact person's name and contact details
iv)	The organization should have at least 3 years experience in examination related work of minimum 3 lacs students continuously of any University.	i. Purchase order or Agreement ii. University/ Organization name iii. Scope of work iv. Contact person's name and contact details
v)	The bidder should have experience of OMR Scanning of 10.00 Lac OMR answer Sheet in any one single examination held in a single day	Certificate / Letters / MOU
vi)	The bidder should have Experience of Digital document management System and digitization of TR and exam records at least two govt. universities	i. Purchase order or Agreement ii. University/ Organization name iii. Scope of work iv. Contact person's name and contact details
vii)	The Bidder Should have Own Printing Press setup maintaining all the security arrangements required. The Press should consist at least 3 multi color Web	Bidders are required to attach the proof of ownership (physical inspection may be carried by the university)

	offset machine with online variable printing arrangement and three web offset machines with online folding and pasting facility with other required Machinery.	
viii)	The Bidder Should have own minimum 50 high speed scanners With minimum speed of 5000 sheets per hour the scanners should be A0, A3, A4 size	Bidders are required to attach the proof of owner ship
ix)	The Bidder Should have a valid ISO 27001:2013, 9001:2015 and CMMI level 3 certification	Attested copy of the certification

### **Instructions for submission of Technical & Financial bids:**

**i. Envelope-1:**

It should contain two envelopes; one small envelope containing DD towards cost of tender documents Rs 10,000/- (Ten thousand) only as well as EMDRs 5,00,000/- (Five lakhs) only. The Envelop should be written on top as **“Tender Cost + EMD”**. The other envelop shall contain all material, documents as stated above like credential, turnover, reports, photographs, time schedule, management planning etc. in a sealed cover. The bid document along with its annexure downloaded from website (www.MUZAFFARPUR) shall be duly signed on each page by the bidder and should be enclosed along with the envelope should be written on top as **“Documents for Technical Bid”**. Both these envelopes should be placed in a cover envelope which should be written on top as **“Envelop-1: Technical Bid”**. In case of no deposit of cost of tender document and EMD, the technical bid of the firm shall not be evaluate and the firm shall be kept out of consideration in further bid process.

**ii. Envelope-2:**

Financial bid as per the format enclosed in the **Annexure-I** should be packed in a separate envelope and sealed and written on top as **“Envelop-2: Financial Bid”**. Financial bid of only those firms shall be opened who qualify in the technical bid and presentation evaluation.

**iii. Envelope-3:**

This will contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super scribed with the name of the project, date & time of submission and either hand delivered at the MUZAFFARPUR University sent by Regd. Post/Speed Post/ Courier to reach MUZAFFARPUR University MUZAFFARPUR which should reach within prescribe time of submission.

## EVALUATION PROCESS

### A. First stage technical evaluation

Technical Evaluation will be carried out as per the following criteria. The proposal of the bidders, not registered under company act shall be rejected except Government organization at the primary stage and their proposal shall not be evaluated at any stage. The points given to evaluation criteria are:

Sl. No.	Particulars	Max. Marks	Marks scored	Remarks if any
1	Providing similar services to Universities of Central/States (3 points for each)	30		Supporting documents are necessarily required.
2	Demonstration of the proposed software	25		PPT Required
3	Large Database handling in University (handling 10000 to 50000 students: 03 points, above 50000 to 100000 students: 6 points and above 100000 students: 10 points), Students handling below 10000 : 0 points. Experience of only one highest no. of students handling University will be considered.	10		Supporting documents are necessarily required
4	Live running online web based application (handling 10000 to 50000 students: 03 points, above 50000 to 100000 students: 6 points and above 100000: 10 points).Only one highest no. of students handling University will be considered.	10		Supporting documents are necessarily required
5	Auto SMS & Email based System	02		Supporting documents are necessarily required
6	OMR based processing	03		Supporting documents are necessarily required



7	Experience in Years (1 point for handling 50000 students each year and 2 points for handling above 50000 students each year)In one year only one experience having highest no. of students handling University will be considered.	10		Supporting documents are necessarily required
7	Experience in supplying confidential Material related to examination in Years (1 point for handling 50000 students each year and 2 points for handling above 50000 students each year)In one year only one experience having highest no. of students handling University will be considered.	10		Supporting documents are necessarily required
<b>Total (Ts)</b>				

**Note: A technical proposal should score at least 60 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 60 points may not be opened.**

**(B) Financial bid:** Before opening of financial bids of those successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

**Financial bid shall be given scoring as below:**

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidder with the lowest quote as below:

$$F_s = 100 * F_l / F$$

Where:

$F_s$  = The financial score of the Financial Proposal being evaluated

$F_l$  = The price of lowest priced Financial Proposal

$F$  = The quoted price of Financial Proposal under consideration

**(C) Combined evaluation**

The score of technical proposal including presentation would be given 70% weightage, and the financial proposal would be given 30% weightage. The weighted combined score

of the Technical bid including presentation (Ts), and Financial proposals (Fs) shall be used to rank the bidders on the basis of formula given as below:

$$\text{Combined Score} = 70\% * Ts + 30\% * Fs$$

The first ranked i.e. the highest scoring bidder is eligible for appointment.

#### **Important Points**

##### **(A) Disqualification**

The Selection Committee may disqualify bids on account of, but not limited to, the following reasons:

- If received after the last date and time.
- If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee.
- If the participants attempts to influence any member of the selection committee.
- Receipt of Conditional bids.

The decision of the Selection Committee in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from the disqualified bidders thereafter.

##### **(B) Termination of the bid**

- Against all expectation entertained by Babasaheb Bhimrao Ambedkar Bihar University MUZAFFARPUR, if none of the participating firms could be declared by the Selection committee as the winner of the bid, the bidding will be regarded as terminated.
- Babasaheb Bhimrao Ambedkar Bihar University MUZAFFARPUR, reserves right to accept or reject any/ all bidders without assigning any reason (s) thereof.

##### **(C) Award of work**

The work of will be awarded as per recommendation of the Selection Committee on the basis of evaluation criteria mention earlier.

##### **(D) Settlement of Disputes**

The decision of the Selection Committee shall be final & binding on participating firms. In the event of any dispute related to the judging procedure or the recommendation of the Selection Committee the settlement will be done by sole arbitration of the Vice-Chancellor, Babasaheb Bhimrao Ambedkar Bihar University MUZAFFARPUR, or by any arbitrator appointed on his behalf without recourse to the legal authorities.

##### **(E) (i). Babasaheb Bhimrao Ambedkar Bihar University shall take services in phases as per the requirement within a year from the date of contract.**

(ii) Firm shall provide portal within 15(fifteen) days from date of work order.

##### **(F)Penalty Clause:**

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any laps in security, inaccuracy or mishandling/misuse , if any, penalty equal to 100% of the contract value payable will be imposed on the company/firm and contract will be terminated entailing forfeiture of Performance Security Deposit or will

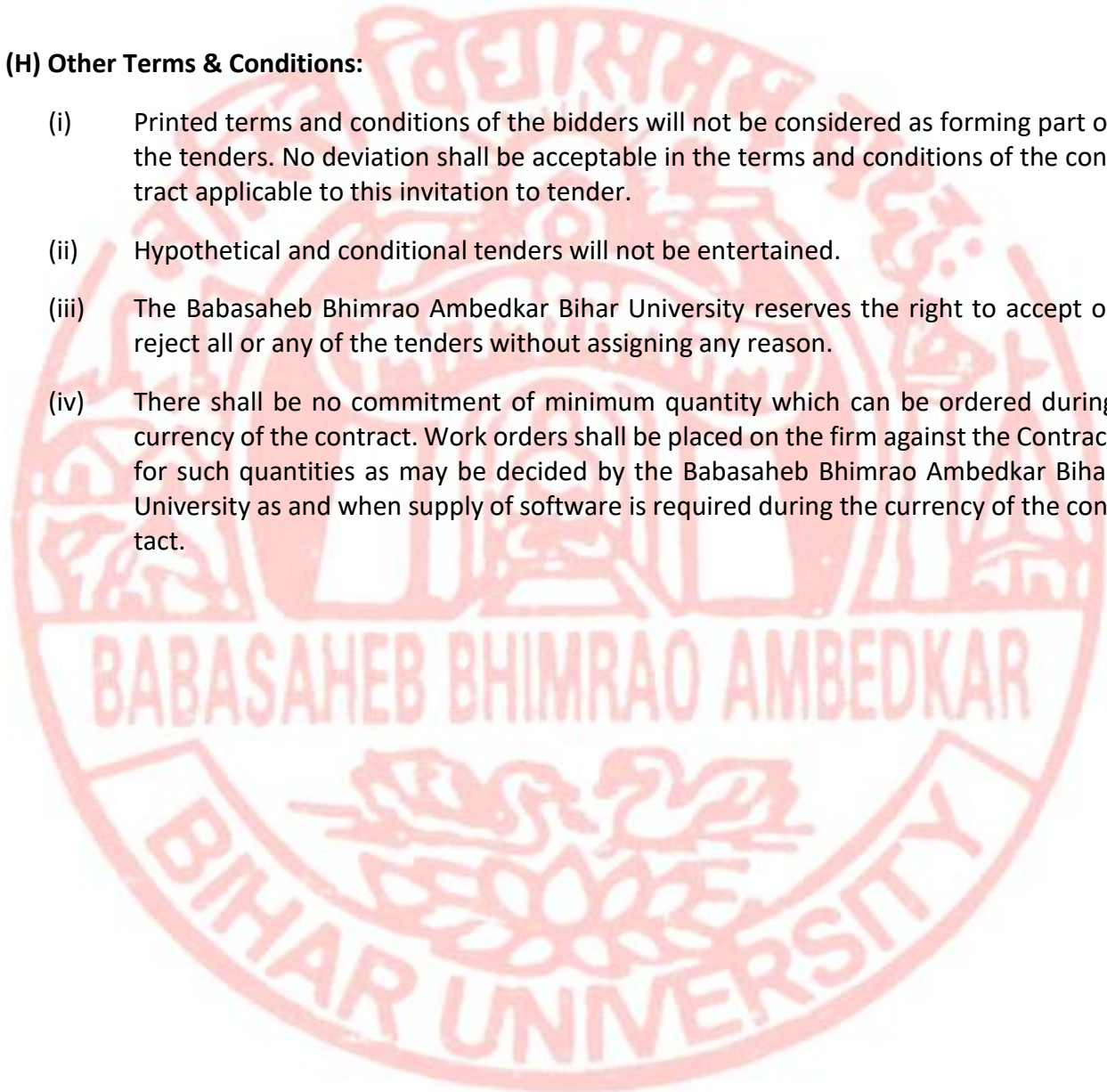
warrant any other action as deemed fit by Babasaheb Bhimrao Ambedkar Bihar University.

**(G) Payment Terms:**

Payment for work would be made by the Babasaheb Bhimrao Ambedkar Bihar University after successful completion of work.

**(H) Other Terms & Conditions:**

- (i) Printed terms and conditions of the bidders will not be considered as forming part of the tenders. No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to tender.
- (ii) Hypothetical and conditional tenders will not be entertained.
- (iii) The Babasaheb Bhimrao Ambedkar Bihar University reserves the right to accept or reject all or any of the tenders without assigning any reason.
- (iv) There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Work orders shall be placed on the firm against the Contract for such quantities as may be decided by the Babasaheb Bhimrao Ambedkar Bihar University as and when supply of software is required during the currency of the contract.



**ANNEXURE - I**  
**COMMERCIAL PROPOSAL**

Sl. No.	Particular	Description	Amount (INR)	Amount ( In word)
<b>1(a)</b>	Designing, Development and Implementation of Desktop Software Application “Digital Document Management System”(DDMS) for Management Activities for digitized documents etc. as per direction of C.E. AMC for 2 <sup>nd</sup> year onwards	Lump Sum	Rs...../-	
<b>1(b)</b>		In percentage of selling price		
<b>1.1</b>	Paper Size above A3 (per page)	Rate per Page	Rs.	
<b>1.2</b>	Paper Size A3 (per page)	Rate per Page	Rs.	
<b>1.3</b>	Paper Legal Size/A4/Letter (per page)	Rate per Page	Rs.	
<b>1.4</b>	Data Entry of Each Student’s Records of ReferralFields (per record)	Rate per Record	Rs.	
<b>1.5</b>	Indexing and Database Generation (per record)	Rate per Record	Rs.	
<b>1.6</b>	Barcode Sticker (per sticker)	Rate Per Sticker	Rs.	
<b>1.7</b>	Unbinding and Binding of TR Register/Award/Thesis	Rate per Register	Rs.	
<b>1.8</b>	Preservation of Register with LDPE (Per Register)	Rate per Register	Rs.	
<b>2</b>	Digitization of Evaluated Answer Scripts/Digital Evaluation: (Each Manual Answer Script Containing 40 pages. The first page having OMR sheet) (per answer script/per copy)	Rate Per Copy	Rs.	
<b>2.1</b>	Supply of Answer copy 32 pages with OMR cover with 2 perforation inner pages 70 GSM and 80% brightness cover 105 GSM	@ Per Answer Copy	Rs.	
<b>2.2</b>	Supply of OMR Answer Sheet One Part Two Part (one original and one copy) Three Part(one original and two copies )	Per Sheet Per Sheet Per Sheet	Rs. Rs. Rs.	

<b>2.3</b>	Scanning and processing of OMR Answer Sheets	Per Sheet	<b>Rs.</b>	
<b>3</b>	Automated Question Paper Management System AMC for 2 <sup>nd</sup> year onwards	Lump sum  In percentage of selling price _____%	<b>Rs.</b>	
<b>3.1</b>	Composing, Proof reading, Printing ,Binding, Packing and supply of Confidential Material Size Demy 1/8 (Minimum 1000)	Per copy Per page	<b>Rs.</b>	
<b>3.2</b>	Composing, Proof reading, Printing ,Binding, Packing and supply of Confidential Material Size Demy 1/4 (Minimum 1000)	Per copy Per page	<b>Rs.</b>	
<b>4</b>	Supply of Cloth Line Envelope	Per Envelope	<b>Rs.</b>	
<b>5</b>	Supply of 3 Layer PET Envelope	Per Envelope	<b>Rs.</b>	
<b>6</b>	Supply of Mark sheet with at least 7 security features and printing of TR in 3 copies. The mark sheet and TR should be printed on 105 GSM Parchment paper. The mark sheet printed must have features of online verification.	@ Per Mark sheet	<b>Rs.</b>	
<b>7</b>	Supply of University Degree with at least 7 security features on 275 GSM Ivory paper. The Degree printed must have features of online verification.	@ Per Degree	<b>Rs.</b>	
<b>8</b>	Supply of University Degree with at least 7 security features on 175 Micron Non tear able material. The Degree printed must have features of online verification.	@ Per Degree	<b>Rs.</b>	

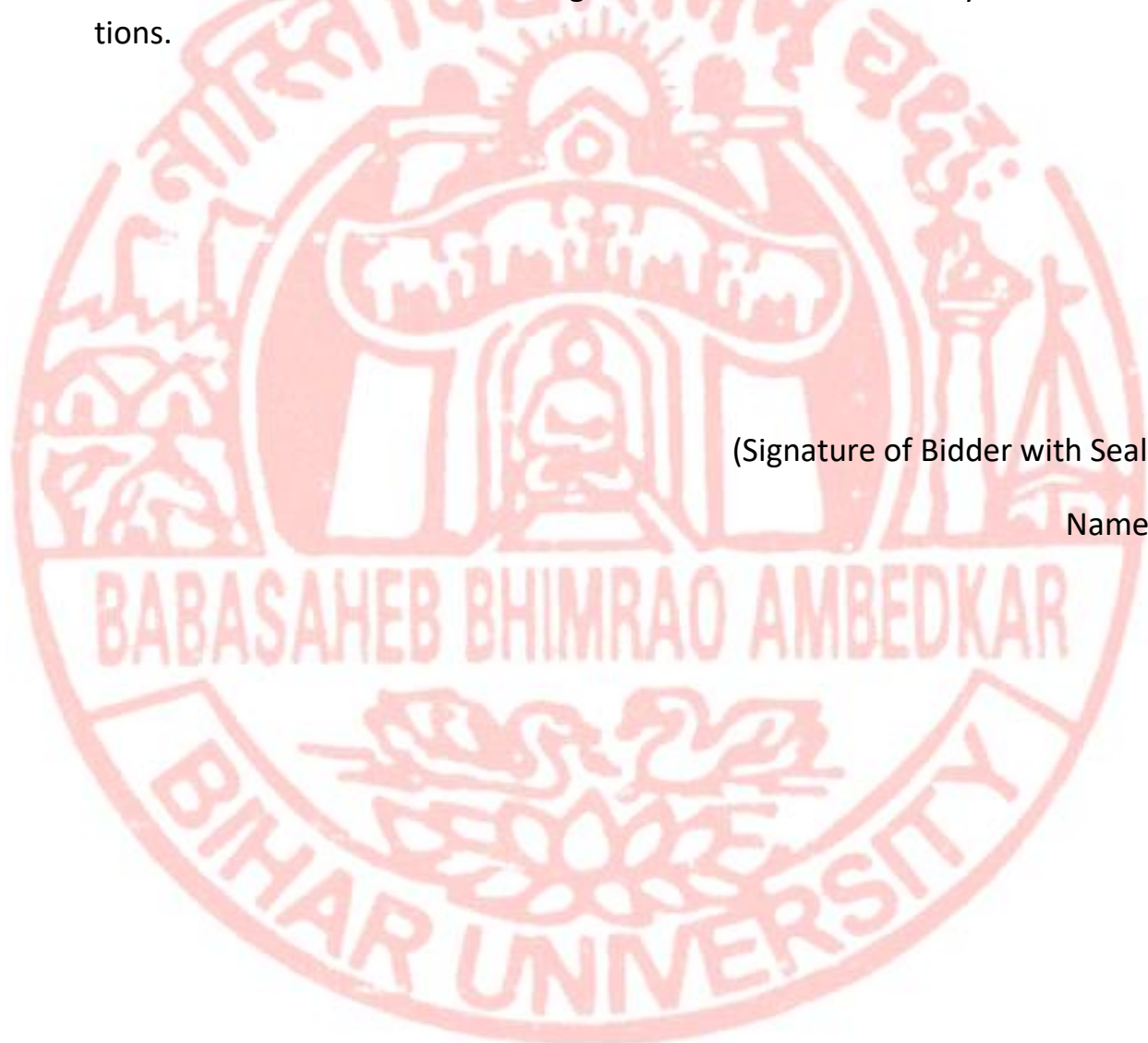
## **Annexure II**

### UNDERTAKING BY THE BIDDER

I declare that I have gone through the Instructions to Tender, Pre- Qualification Criteria (PQ), Scope of Supply with Specification, Evaluation Criterion and Terms & Conditions of Price Agreement and I shall abide by these conditions.

(Signature of Bidder with Seal)

Name:



### **CHECK LIST**

1. **Cost of tender documents: Demand draft of Rs.10000/-**
2. **Bid Security(Earnest money): Demand draft of Rs. 500000/-**
3. **Contract Performance Security: Demand draft of Rs. 1000000/-**
4. **Annexure- I- Financial Bid with supporting documents**
5. **Annexure II- Undertaking by the Bidder**
6. **Copy of Pan Card**
7. **Copy of GST number**
8. **Audited Report of last three financial years 2016-17, 2017-18 and 2018-19.**
9. **Registration Certificates of the company/organization**

